Report Scheduler Reports in the BI and Reporting Tool

Introduction

Report Scheduler reports are migrating to the DTS BI and Reporting Tool (BIRT; formerly known as Cognos for DTS). Migrated reports will remain available in the Report Scheduler for approximately one month; during this period you may run the reports in both Report Scheduler and the BIRT. Once a report is removed from the Report Scheduler, you can access it exclusively through the BIRT.

You need the same DTS permission levels and role appointments to access reports, whether they are in the BIRT or Report Scheduler.

Migrated reports use search criteria screens similar to those used in Report Scheduler and have the same date constraints.

See Table 1 for a list of Report Scheduler reports including each report's category, access requirements, location, and migration date.

Run Reports in the BIRT

To run reports in the BIRT:

1. Log onto DTS. The DTS Welcome screen opens.

2. Mouse over **Reports** and select **BI and Reporting Tool** (Figure 1).

Figure 1: DTS Menu Bar

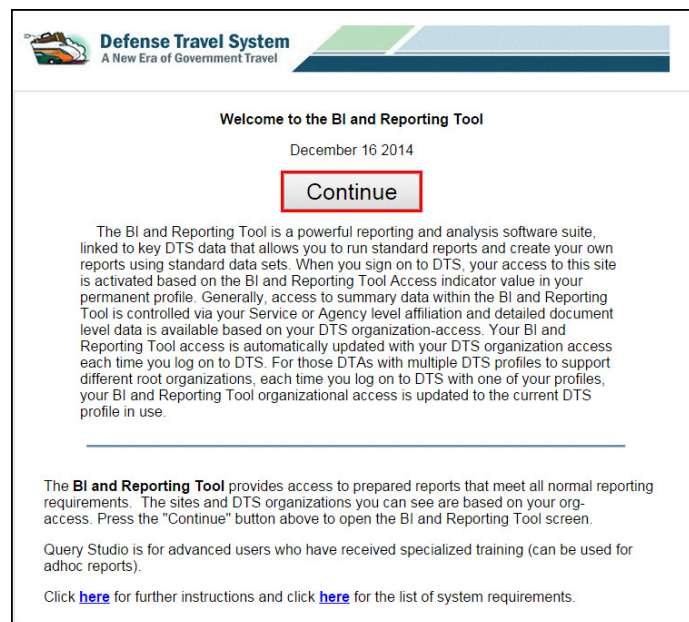The Welcome to the BI and Reporting Tool welcome screen opens (Figure 2).

Figure 2: Welcome to the BI and Reporting Tool Screen

3. Select **Continue**. The Public Folders screen opens (Figure 3).

Figure 3: Public Folders Screen

4. Select the **Report Scheduler Reports** link. The Report Scheduler Reports screen opens (Figure 4).
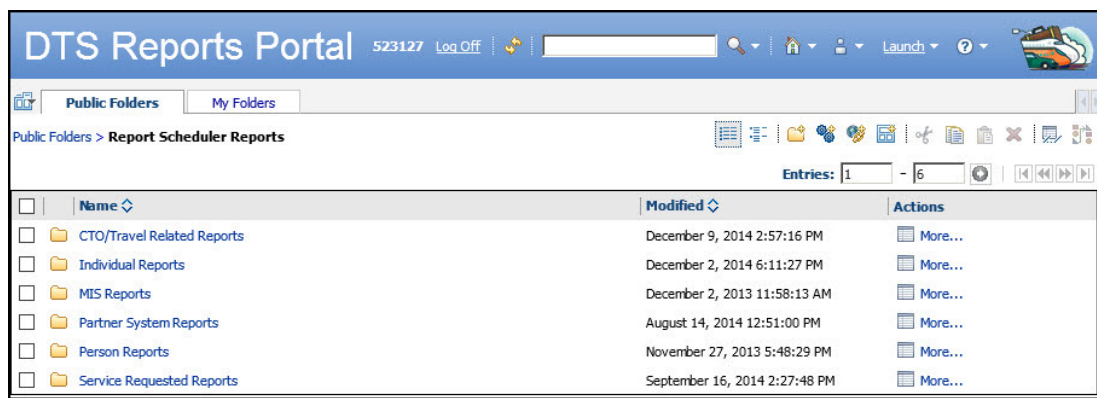

Figure 4: Report Scheduler Reports Screen

5. Select a **Reports** link. The screen opens and available reports will display (Figure 5).

Note: The **Service Requested Reports** folder is typically used by Component representatives. Contact your Component representative for information about these reports.
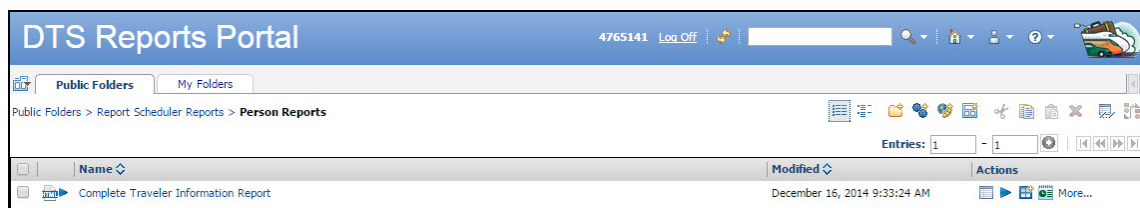

Figure 5: Available Reports for Person Reports

6. Select the name of the report you wish to run. The search criteria screen opens.

7. Complete the fields.

8. Select **Submit**. The report displays.

9. (Optional) Select the format icon drop-down list arrow located near the top right of the screen to choose a different format (Figure 6).
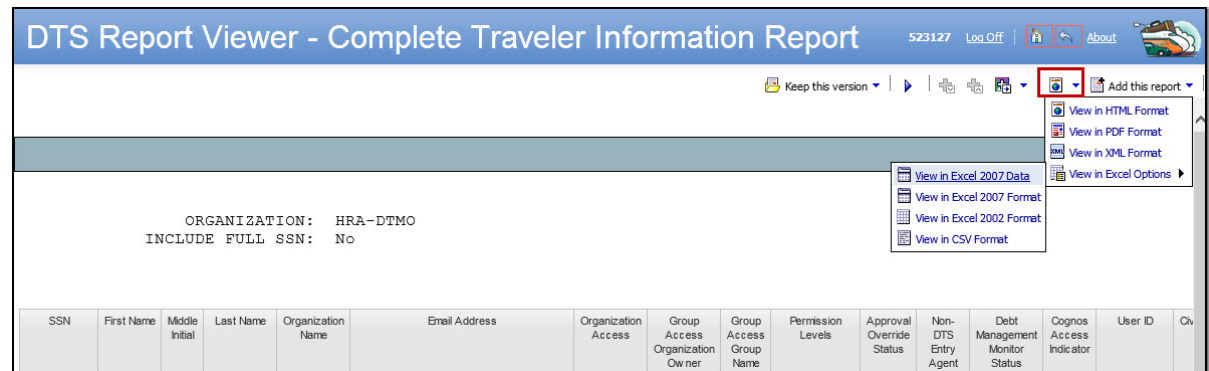

Figure 6: Reports' Format Icon Drop-Down List

Report Locations and Migration Schedule

Table 1 shows available Report Scheduler reports, including each report's location:

- Report Scheduler Category
- Access requirements: Permission level (PL), role assignment
- Location: Report Scheduler (RS), BI and Reporting Tool (BIRT) or both
- Proposed (green) or actual (blue) migration date.

Table 1: Report Scheduler Reports

Category	Report	Access	Location RS	Location BIRT	Migration Date
Status Reports	Pending Airline Cancellation Report	0	X		TBD
	Signed Status	0	X		TBD
	Depart Status	0	X		TBD
	Return Status	0	X		TBD
	Approved Status	0	X		TBD
	Traveler Status	0	X		TBD
Routing Reports	Adjustments	0	X		August 2015
	Routing Status	0	X		TBD
Individual Reports	Posack Delinquency	0,5	X	X	Dec 2014
	Unsubmitted Voucher	0	X		TBD
	CBA TO	0	X		TBD
	Debt Management	0,6,DMM	X		TBD
	Constructed Travel	0	X		August 2015
CTO/ Travel Related Reports	FPLP/FEMA	0	X		August 2015
	Reason Code	0	X		TBD
	Reason Justification	0	X		TBD
	CTO Fee	0,6	X	X	Dec 2014
	Unused Ticket	0	X	X	March 2015
MIS Reports	Enlisted BAS	0	X		TBD
	OCONUS	0		X	Jul 2014
	FSA	0	X		TBD
	Special Duty	0	X		August 2015
	Military Leave	0	X		TBD
Partner System (PS) Reports	PS Traveler Status	0		X	Jul 2014
	PS Routing Status	0		X	Jul 2014
	PS Posack Delinquency	0,5		X	Jul 2014
	PS Unused Ticket	0		X	Jul 2014
	PS Unsubmitted Voucher	0		X	Jul 2014
	PS CTO Fee	0,6		X	Oct 2014
Person Reports	Complete Traveler Information	0,1,5		X	Jul 2014
	ROA Access	5	X	X	Mar 2015
Audit Trail Reports	Audit Trail GOVCC and EFT Data	N/A			Jun 2015
	Audit Trail User Specific Data	N/A			Jun 2015
	Audit Trail Traveler Specific Data	N/A			Jun 2015

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